

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 96-38

May 20, 1996

TO: Managerial and Supervisory Personnel
in the Regional, Subregional and Resident Offices

FROM: B. Allan Benson, Acting Associate General Counsel

SUBJECT: Managerial and Supervisory Appraisal Period

The appraisal period for managerial and supervisory employees ends June 30, 1996. The timetable for completing the appraisal process has not changed from that of previous years and is provided as a reminder.

If you have any questions, please contact your Assistant General Counsel.

B. A. B.

Attachment

APPRAISAL FLOW CHART
(July 1 - June 30)

Performance Plan	(Meeting between Regional Director and appraisee to (identify performance factors and standards - June ((Performance plan submitted by Regional Director to (Washington - July 1 ((If disagreement, request for review by appraisee to (Assistant General Counsel - July 15 ((Response by Assistant General Counsel to Regional (Director and appraisee, if required - August 1
Appraisal Period	(Begins - July 1 ((Midterm progress review by Regional Director, Regional (Attorney and Assistant to the Regional Director, as (appropriate (Ends - June 30
Evaluation by Regional Attorney- Assistant to the Regional Director	(Preappraisal comments by appraisee transmitted (simultaneously to Regional Attorney, and/or Assistant to (the Regional Director - second week in May (((Draft evaluation and appraisal interview - latter part (of May ((Evaluation submitted by Regional Attorney and Assistant (to the Regional Director to the appraisee and Regional (Director - May 31
Appraisal by Regional Director	(Preappraisal comments to Regional Director - first week (in June (Appraisal interview by Regional Director - (latter part of June for ARD/RA (optional for supervisors) ((Appraisals, including recommended ratings of record, (narrative and performance awards - completed in June ((Appraisal package submitted by Regional Director by (Express Mail to Assistant General Counsel - July 1
Review by Assistant General Counsel	(Appraisal approval by Assistant General Counsel - by (July 14 ((Ratings of record, narrative and performance awards' (determinations communicated to employee - July 15

(Request for reconsideration of rating of record¹
(by appraisee to Associate General Counsel - August 1
(
Appeal of Downrating (Determination by Associate General Counsel and Response
(by Associate General Counsel to Appraisee - August 31

PMRS Pay (Division of Administration - September
Computation (

PMRS Pay Increase (Effective first pay period - October

¹ Any request for modification of the narrative which does not affect the rating of record and which is not related to a request for reconsideration may also be filed with the Assistant General Counsel and Director no later than August 1. A written response will normally be made by August 31 and at any event no later than September 30.